

POSITION DESCRIPTION
CITY OF COLUMBIANA
An Equal Opportunity Employer
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Job Title: **LABORER**
Department: Service
Immediate Supervisor: Foreman
Positions Supervised: None

JOB RESPONSIBILITIES:

Under general supervision, the Laborer assists in maintaining and repairing city streets, sidewalks, storm sewers and assists with the maintenance and repair of water lines, performs heavy manual labor.

QUALIFICATIONS:

High school diploma or equivalent. Entry level position, no previous experience is required. Must possess a valid State of Ohio Driver's License with an acceptable driving record and possess or be able to obtain a valid State of Ohio commercial driver's license within (1) one year.

WORKING CONDITIONS:

The Laborer may be required to work a flexible schedule, including evening and weekends, will work outdoors and may be exposed to adverse weather conditions.

An individual who poses a direct threat to the health and safety of himself/ herself or others in the workplace will be deemed not qualified for this position.

Date Submitted: July 2001

Non-Exempt <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Admin. <input type="checkbox"/> Prof. <input type="checkbox"/> Exec. <input type="checkbox"/>

CITY OF COLUMBIANA

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Department policies and procedures* • Safety procedures • City geography* • Road repair methods and materials* • Equipment, materials, and supplies used in construction, maintenance, and repair of water distribution and collection systems* • Water and sewer main construction* • Sewer systems* • Construction techniques and applications* • Building and ground maintenance requirements 	<ul style="list-style-type: none"> • Develop and maintain effective working relationships with supervisor, department personnel and the public • Communicate effectively in written and oral form • Follow oral and written instructions • Recognize unusual or threatening conditions • Perform heavy manual labor • Perform repetitive manual tasks • Transport moderately heavy objects from one location to another • Operate power mowers • Use manual and power tools • Work in confined or awkward conditions

* May be acquired after hire

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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50% STREET MAINTENANCE

- ★ Assists with maintenance and repair of streets and sidewalks, as required
 - Prepares street surfaces for patching or resurfacing
 - Breaks and removes concrete from streets and sidewalks
 - Mixes and pours concrete for street and sidewalk repair
 - Fills and patches street with hot mix and cold patch
 - Raises and lowers manholes
- ★ Shovels and rakes road materials
- ★ Hauls stone, dirt, salt and other materials
- ★ Digs holes and ditches
- ★ Loads and unloads tools, equipment and building materials
- ★ Removes leaves and other debris from city sewers, catch basins and drainage ditches

35% WATER/SEWER MAINTENANCE

- ★ Assists with installation, maintenance, repair, and relocation of water and sewer lines and manholes
 - Lays and aligns pipes and completes hookups
 - Cleans and flushes lines
 - Locates and repairs leaks
 - Drills and taps lines
- ★ *Denotes an essential function of the job*

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PREPARED BY GORTZ & ASSOCIATES, INC.

CITY OF COLUMBIANA

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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5% **MISCELLANEOUS**

- ★ Assists with town clean-up, as required
- ★ Assists with leaf collection, as required
- Attends meetings and serves on temporary committees, as requested
- ★ Assists other departments, as requested
- Performs additional duties and assignments, as requested

- ★ *Denotes an essential function of the job*

Employee Signature

Date

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